

**TOWN COUNCIL POLICY**  
Approved April 20, 2021  
**MAILBOX AND/OR POST DAMAGE BY TOWN SNOWPLOWS**

In order to provide fair and uniform resolutions to disputes involving mailbox and/or post damages inflicted by Town snowplows, the Berlin Town Council, at its April 20, 2021 meeting, approved the following policy concerning a reimbursement:

- A. All mailboxes should be securely fastened to a sturdy post which is sufficiently anchored in the ground to resist the impact of plowed snow. Information on proper installation from the United States Postal Service, and the Public Works Department, is available at the Town Hall.
- B. In accordance with current postal guidelines, the mailbox should be nine (9) inches from the curb or edge of the pavement in order to prevent contact by the plow, itself. The height of the bottom of the mailbox should be between 42" and 48" from the road surface.
- C. If the mailbox and/or post is actually struck by a Town snowplow, the Town will reimburse the Owner \$50.00 for the post, and/or \$50.00 for the box, as applicable.
- D. Request for reimbursement must be within 45 days after the incident causing mailbox and/or post damage.

The Town Manager, or designated representative, is authorized to use reasonable discretion in resolving disputes involving unusual circumstances.